

## F-10 Guide Steps for Special Education Data Correction Form

Use the F-10 when the PEA must amend the special education census by correcting information on particular students. Circumstances that require correction include:

1. **The student has no current evaluation.**
2. **The student has no current IEP.**
3. **The student is no longer eligible for special education services.**
4. **The student census data is incorrect.**
5. **The student is receiving no special education services.**

The first two reasons are fairly straightforward. Any current evaluation or IEP—even if flawed—meets this qualification (in this instance only). The 3rd circumstance refers to students who have aged out, graduated with a regular high school diploma, or have been found to be ineligible by an MET/IEP team **and** who are still listed on the special education census.

In the 4th situation, information on the census does not reflect the student's current status. The 5th reason can be more complex depending upon the circumstances. The following guide step indicates some of the possible alternatives.

Circumstance	Decision
No IEP driven services have been delivered.	Amend
No specialized instruction has been delivered, but related services have been provided (or the reverse).	Do not amend
A consultation model for service has been employed on the IEP and the consultant provides specific support to the regular teacher through curriculum adaptations, test accommodations, teaching strategies, etc. No direct services are provided to the student.	Do not amend
A consultation model has been employed and the consultant provides administrative support, such as IEP scheduling and development, evaluation coordination, and special education paperwork, but no direct services to the student.	Amend

Item	Method
Student ID	Record the student's ID number from the census.
Category	Record the disability category as specified on the census. Multiple categories should be listed if they appear.

Date of ineligibility	For evaluation or IEP correction, the date of ineligibility is the date the document expired. For an evaluation, that is 3 years from the date of the last eligibility determination. For an IEP, that is 365 days from the date of writing. For a student not receiving special education services, it is the first day of enrollment at the school or the day services ceased to be provided.
Monitoring Deficiency	Using the above list, indicate the reason for making the correction. Multiple reasons may be listed, if appropriate.
Date of re-eligibility	Once the LEA corrects the problem, enter the date the issue was resolved, e.g., the date of the new IEP or the first day of service delivery.
Signature	The LEA representative should sign and date that the special education census will be amended. Documentation of the amended census must be submitted to the ADE/ESS lead monitor within 45 days of the monitoring.